



Colehill Parish Council

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1 November 2016

Dear Member

You are summoned to attend a Meeting of **Colehill Parish Council** which will be held at **Colehill Memorial Hall, Cannon Hill Road, Colehill**, on **Tuesday 8 November 2016 at 7.30pm**.

Yours faithfully

Clerk

PUBLIC DISCUSSION PERIOD

Members of the public will have an opportunity to raise questions before the meeting starts.

AGENDA

- 1. Apologies for Absence**
To receive apologies for absence.
- 2. Declarations of Interest**
To receive declarations of disclosable pecuniary interests from Members in respect of the following items.
- 3. Chairman's Remarks**
To note that the Council has responded to the consultations on Reshaping your Councils and on the Local Government Finance Settlement.
- 4. Boundary Signing**
DCC has advised that the cost to remove the old signs and manufacture and erect new signs will be £4,222.44. At the Council meeting on 12 April Members agreed in principle to approve the changes that were required (506.16). Now that the costs are known, Members need to approve this expenditure.

Budget 135/2 (Notice Boards/Maps/Signs) has £4,201 remaining.

- 5. Woodleaze Copse**
EDDC has advised that as part of the sale of the Furzehill site the various tenderers have offered to give the ownership of the Woodleaze Copse to Colehill Parish council or a woodland trust.

To consider whether the Council would wish to take on the ownership of Woodleaze Copse, which could be included in the Council's annual tree management programme.

6. Risk Assessment Documents

On 27 September Members of the Risk Assessment Sub-Committee reviewed the following documents:

1. Insurance (herewith on white).
2. Effectiveness of Internal Audit (herewith on green).
3. Risk Register (herewith on orange).
4. Fixed Assets Register (herewith on blue).
5. Model Publication Scheme (herewith on yellow).
6. Risk Assessments (herewith on white paper):
 - (a) Conservation Work Day Risk Assessment
 - (b) Grit Bin Risk Assessment
 - (c) Remembrance Day Risk Assessment
 - (d) Speed Indicator Device Risk Assessment
7. Standing Orders (previously circulated, but also available on this [link](#)).
8. Financial Regulations (previously circulated, but also available on this [link](#)).
9. Governance and Accountability for Smaller Authorities in England (previously circulated, but also available on this [link](#)).
10. CCTV Code of Practice (previously circulated, but also available on this [link](#)). The cost to view CCTV footage has been increased from £50 to £75, as this is the amount that the CCTV engineer charges.

Please can Members read these up dated documents prior to the meeting.

It is a requirement of the External Auditor that Council approves these documents. Council also needs to approve the employee dishonesty cover of £150,000 and agree to the continued employment of the qualified internal auditor.

7. Defibrillator

The Colehill Memorial Hall Management Committee is providing a defibrillator at the Hall which will be accessible to the public 24 hours a day. However, Members to consider whether it would be beneficial to install a further defibrillator at the other end of the village, for example at the Co-op or at St Michael's Church.

There are two defibrillators in Wimborne, one at the Allendale Centre and one at the Cornmarket. The defibrillator at the Allendale Centre was provided by an organisation called Community Heartbeat Trust <http://www.communityheartbeat.org.uk/>

If Members are minded to consider providing a defibrillator then a working group of two or three Members should be set up so that they can research the equipment options and locations, and investigate the possibility of grant funding.

The Clerk has sought advice from local parish and town councils and most have used Community Heartbeat Trust, but the South West Ambulance Service and British Heart Foundation are also providers. The amount budgeted for was £3,000, this was for the whole installation (including an electricity source) and initial training. Grants have been obtained from district councillors, Dorset Community Action and Wimborne and Ferndown Lions Club. Once installed the equipment must be checked weekly.

This item is at the request of Cllr King.

**8. Audit of Accounts
Year End 31 March 2016**

To approve the Annual Return, as discussed at Finance and General Purposes committee on 11 October.

The Annual Return has been distributed previously, however the original document will be available at the meeting.

**9. Audit of Parish Council Accounts
1 April to 30 September 2016**

To note that the internal auditor has completed the half-year Internal Audit (report letter herewith on white paper).

10. DCC Highways and Parish Councils Working Together

Members to note that Cllrs Cowsill, King and Urquhart, and the Clerk, recently met with Andrew Martin, DCC's Head of Highways, to discuss the ways that the Parish Council and DCC can work together.

Mr Martin explained that DCC, as the Highway Authority, has a duty to maintain highways maintainable at public expense and a power to maintain other highways. Due to funding constraints, the level of maintenance necessary to comply with DCC's duty can sometimes be lower than that expected by many local communities.

Over the past decade DCC Highways has seen a significant reduction in the budgets for delivering routine highway maintenance and, as a result, non-essential and minor maintenance items can no longer be carried out. DCC has to focus on the priority issues that affect public safety and the integrity of the highway.

DCC has acknowledged that local communities may wish to arrange for non-essential functions to be carried out such as extra grass cutting, gully emptying, weed killing, sign cleaning, road sweeping, tree pruning etc.

The NALC, DAPTC and DCC are discussing the legislation required to enable parish and town councils to carry out the non-essential functions and it is hoped that this will be decided upon before 1 April 2017.

The advice from DAPTC is that those councils that wish to pay for non-essential work should set a devolved services budget for 2017/18.

This item and the budget setting will be discussed at Finance and General Purposes committee on 13 December.

11. Minutes

To confirm the Minutes of the Council Meeting held on 13 September (copy herewith on cream paper)

12. Any questions arising from Minutes of 13 September

13. Committee Reports

To receive the report of the following Committees:

Highways & Plans Committee	27 September	(copy herewith on green paper)
Finance & General Purposes Committee	11 October	(copy herewith on pink paper)
Highways & Plans Committee	18 October	(copy herewith on green paper)

14. Training

The Clerk to report on any training courses that are being held.

15. Reports

To receive reports from:

- (a) Cllr Cowsill on Wimborne Cemetery Joint Management Committee
- (b) Cllr Johnson on DAPTC

(Both herewith on white paper).

16. Accounts for Payment

To approve the accounts list. (Copies on the table for information).

17. Items for Information and Matters for Forthcoming Agenda.

- (a) The Great British Spring Clean 3-5 March 2017 to be discussed at F&GP on 13 December. (Flyer on the table for information)

Information:

Remembrance Day – 13 November

Quiz Night – 26 November at Colehill Memorial Hall

Available at the Meeting:

The Dorset Review – Campaign to Protect Rural England

DAPTC Magazine – Autumn 2016